



Seminole County Community Services Department
Community Assistance Division
Community Service Agency (CSA) Partnership Grant Application
Packet

Included Items

1. Notice of Funding Availability for Community Service Agency (CSA) Partnership Grant
2. Request for Proposals (RFP) for Fiscal Year 2015-2016
3. 2015-2016 CSA Partnership Application Timeline
4. 2015-2016 CSA Partnership Application Checklist
5. 2015-2016 CSA Partnership Grant Application

PUBLIC NOTICE
SEMINOLE COUNTY
COMMUNITY SERVICES DEPARTMENT
COMMUNITY ASSISTANCE DIVISION

REQUEST FOR PROPOSALS (RFP) FOR FISCAL YEAR 2015-2016

The mission of the Community Services Agency (CSA) Partnership Grant program is to further Seminole County's mission to deliver excellent public service that enhances the quality of life and addresses our community's needs, now and in the future.

The CSA Partnership Grant program was initiated by the Board of County Commissioners to address human service needs in Seminole County. Seminole County has an extensive history of partnership with local non-profit agencies to benefit and improve the quality of life for residents.

The CSA Partnership Grant program collaborates with community organizations in assisting residents with specific needs in the County. The program provides grant funds* to qualified non-profit organizations that meet federal and state tax exemption requirements and have been in existence for a minimum of three years. Agencies must provide services to Seminole County residents to benefit and improve the quality of life for residents.

The RFP/application listing the required criteria is located on the Community Services/Community Assistance Website located at <http://www.seminolecountyfl.gov/comsrvs/commasst> and will be available on Monday, March 30, 2015. A pre-application meeting is scheduled for Friday, April 3, 2015 from 9:00am to 11:00am at the below address. Please RSVP to fy15-16csa@seminolecountyfl.gov. Attendance at this meeting is highly recommended.

The completed RFP/application is due by 4:00 p.m. on Thursday, April 23, 2015 to the address below:

Seminole County Community Assistance
Community Services Agency (CSA) Partnership Program
ATTN: Michelle Cahill
Housing & Financial Assistance
534 West Lake Mary Boulevard
Sanford, Florida 32773

* CSA Partnership Grant program funding amount is determined by the Seminole County Board of County Commissioners.

All questions must be submitted via email to Michelle Cahill at fy15-16csa@seminolecountyfl.gov by Friday, April 10, 2015. Frequently Asked Questions (FAQ) and Answers will be posted on the website by April 15, 2015.

Persons with disabilities needing assistance please contact the Human Resources Department ADA Coordinator at (407) 665-7941

COMMUNITY SERVICE AGENCY (CSA) PARTNERSHIP GRANT MISSION STATEMENT

The purpose of the CSA Partnership Grant program is to further the County's mission to deliver excellent public service that enhances quality of life and addresses our community's needs, now and in the future.

PROGRAM BACKGROUND

The CSA Partnership Grant program was initiated by the Board of County Commissioners to address human service needs in Seminole County. Seminole County has an extensive history of partnership with local non-profit agencies to benefit and improve the quality of life for residents.

It is deemed to be in the best interest of the citizens of Seminole County that funds be made available to establish partnerships with non-profit agencies who serve the community's social interests and needs. Therefore, it is the intent of this program to assist agencies that provide essential and supportive services, such as, but not limited to, the needs of the poor, youth, seniors, those with disabilities, education, culture and arts, and health crisis.

The CSA program collaborates with community organizations in assisting residents with specific needs in the County. The program provides grant funds to qualified non-profit organizations that meet federal and state tax exemption requirements and have been in existence for a minimum of three years. Agencies must provide services to Seminole County residents to benefit and improve the quality of life for residents. The definitions of each are below:

Essential Life Services: Services that meet the basic needs for daily survival that sustain the quality of life for residents.

Supportive Services: Services that enhance the quality of life for residents.

Funds will be provided as approved by the Seminole County Board of County Commissioners and as requirements are clearly shown and proven by the various agencies that meet the guidelines as set by the County. The intent of the County is twofold: to provide funding for the good and welfare of its citizens; and to develop internal efforts, increasing capacity within three to five years.

TIMELINE OF FUNDING APPLICATION PROCESS

- A Notice of Funding Availability (NOFA) will be released in the Seminole Section of the Orlando Sentinel on Sunday, March 29, 2015. The Request for Funding (RFP) is distributed **Monday, March 30, 2015** to currently funded agencies and the general public on the Seminole County Community Assistance website.
- The completed RFP/application is due by **4:00 p.m. on Thursday, April 23, 2015** to the address below:
**Seminole County Community Assistance
Community Services Agency (CSA) Partnership Program
ATTN: Michelle Cahill
534 West Lake Mary Boulevard
Sanford, Florida 32773**
- After applications are submitted, the Community Service Agency Application Review Committee will meet in May to review applications and scoring instructions pursuant to the formalized process as approved by the Seminole County Board of County Commissioners. All agencies that submitted a complete application will be required to provide a 10-15 minute presentation for the Review Committee on the services provided if funding is awarded. The presentation will be not scored. Members of the team individually review and score each application and then meet again in June to compile their scores for County staff.
- Funding recommendations are compiled and finalized during the month of June. The Board of County Commissioners receives staff recommendations on CSA funding and makes the final award determination. All agencies that applied are notified of the funding recommendations provided to the Commissioners by July 2015.
- During the months of August and September, the Community Assistance Division will be working with the County Attorney's Office and the recommended agencies to draft agreements for review and execution. Once the County issues the agreement to an agency for review and signature, the agency must have the original signed agreement back to the County Community Services Department within 10 business days. Failure to provide the original signed agreement with appropriate signatures within the 10 business days may result in denial of funding for FY 2015-2016.
- All agencies that applied for the CSA Partnership Grant are notified in writing of the Board of County Commissioner's decision by October 2015. Those that were awarded funding receive a contractual agreement outlining the responsibilities of the County and the collaborating agency, which must be executed by both parties before reimbursement can be made.

- The CSA contract year begins October 1 with the distribution of an executed agreement to the funded agencies in October. A mandatory training session for any Agency awarded funds is held to describe and explain funding and reporting requirements, which include monthly reimbursement reports, quarterly financial and performance measurement reports. It is recommended that the organization's Finance Manager, Monitor, Manager/Supervisor that oversees the program attends this session. There are also monitoring requirements that are carried out to secure and maintain contract compliance throughout the year.

C.S.A. PARTNERSHIP GRANT APPLICATION GUIDELINES

REQUEST FOR PROPOSAL (RFP) APPLICATION:

The Request for Funding (RFP) is distributed in March to currently funded agencies and the general public on the Seminole County Community Assistance website. Each agency is required to submit one (1) original and five (5) hard copies of the application prior to the posted deadline. All copies should be three-ring hole punched and placed in a binder(s) for submission. Each agency will also be required to submit an electronic version on a CD of their complete application as well. Emailed applications will not be accepted.

ELIGIBILITY CRITERIA: This criterion was approved by the Seminole County Board of County Commissioners on October 23, 2012. Only the applications meeting the following criteria will be considered:

- ❖ The nonprofit agency is chartered or otherwise authorized to do business in the State of Florida for charitable purposes and exempted from the Federal income tax by the Internal Revenue Service [501(c)(3)] for a minimum of three years.
- ❖ The purposes for which the nonprofit agency is organized provides benefits to Seminole County residents.
- ❖ The services or activities to be provided by the nonprofit agency, and funded with County funds, shall address an essential or supportive life service, such as, but not limited to, the needs of the poor, youth, seniors, those with disabilities, education, culture and arts, and health crisis.
- ❖ The nonprofit agency shall have a governing board whose members serve without compensation and have no conflict of interest between their regular occupations and the services provided by the nonprofit.
- ❖ The nonprofit agency has bylaws or policies which describe the manner in which business is conducted, including management, audit, and fiscal policies and procedures, policies on nepotism, and policies on management of potential conflict of interest.
- ❖ The nonprofit has at least one year's experience providing the service or activity for which the funds are requested or can otherwise demonstrate to the satisfaction of the County sufficient expertise to successfully carry out the service or activity.
- ❖ The nonprofit must be licensed and accredited in accordance with applicable requirements of Federal, State and County laws.

- ❖ The nonprofit agency may not use a funding agency or other third party arrangement to meet program requirements for eligibility.
- ❖ Nonprofit must provide the previous year's fundraising plan and a statement on future fundraising efforts.
- ❖ Only one application per agency will be considered per program – essential life or supportive life service.
- ❖ Grants will be made only to nonprofit agencies whose programs and activities benefit the residents of Seminole County.

An application that does not meet these minimum requirements will not be scored and the agency will be notified.

APPLICATION REVIEW COMMITTEE:

The Application Review Committee (ARC) will be selected by the Division Manager to evaluate all approved applications based on the categories of essential life services and supportive services. The ARC will be comprised of a minimum of three (3) individuals who are familiar with social service programs in Seminole County. Each team member will individually review and score the submitted applications. The team will meet at a time & date as designated by the Program Manager to review and discuss the results of the scoring process. At this time, the team will review scores and submit to the Program Manager.

RECOMMENDATION SUMMARY:

The ARC evaluations will be compiled and a summary will be presented to the Community Assistance Division Manager and the Community Services Director. The Community Services Department Director will make the funding recommendations to the County Manager and Board of County Commissioners.

FUNDING DECISIONS:

Final funding decisions will be determined by the Board of County Commissioners at the designated Board meeting. Agreements will be prepared for the agencies that were granted funding, and letters will be mailed to all agencies who applied to notify them of the final funding decisions.

SPECIAL PREFERENCES:

Preference will be given to organizations that have the ability to leverage the County's funds at a minimum of 2:1 ratio.

- ❖ Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means. Funding to this program should lead to broad and lasting benefits to the community.

Priority will be given to projects or programs where funds will have a positive, long-term spillover effect to reduce vulnerable problems in the community.

The County encourages social service agencies to collaborate in order to solve common problems and better address local social services needs. To serve these ends, the County will allow agencies to submit an application for funding as a Collaborative Project.

Preference will also be given to organizations that partner with other social service agencies and respond as a collaborative.

- ❖ The Collaborative must select a lead agency that will submit the application; and
- ❖ Must include a list of other organizations that will be included in the implementation and ongoing operation of the project; and
- ❖ Must include current letters (within 60 days prior to application) from the organizations that have agreed to partner with your agency detailing the specific resources and services they will provide.

Community Assistance Division
Community Services Agencies (CSA) Partnership Applicant Timeline
FY 2015/2016

Task	Deadline
NOFA – Orlando Sentinel	March 29, 2015
NOFA – Seminole County Website	March 30, 2015
Pre-Application Meeting	April 3, 2015
Question Submission Deadline	April 10, 2015
FAQ and Answers posted	April 15, 2015
Application Deadline	April 23, 2015 by 4:00 p.m.
CSA Presentations	Week of June 1 – 5, 2015
Allocation Amounts Determined Based on CSA Review Committee Results	June 16, 2015
BCC Meeting	July 28, 2015
CSA Applicant's Denial/Award Recommendation for Funding Letters Mailed	July 31, 2015
Mail Agreements, Exhibits & Cover letter to Agencies for Execution	August 17, 2015
Executed Agreements & Updated Exhibits Due from Agencies	August 28, 2015
Mail Executed and Recorded Agreements to CSA Agencies w/ Mandatory Training Letter	September 29, 2015
CSA Training – Mandatory for All Approved Agencies	October 9, 2015

APPLICATION CHECKLIST

Please return this checklist with the following documents attached: one (1) original and five (5) hard copies of the application prior to the deadline of Thursday, April 23, 2015 at 4:00pm. All copies should be three-hole punched and placed in a binder(s) for submission. Please include all information as instructed in the RFA. **Applications submitted without the required attachments will not be reviewed.**

- ☐ Application Cover Page (page 1)
- ☐ Board of Directors Information (Section A)
- ☐ Application Narrative (Section B)
- ☐ Budget (Sections C, D, E)
- ☐ Organization's Mission Statement and/or Strategic Plan
- ☐ Organization Chart
- ☐ Resumes of Program Director and Key Staff
- ☐ Most Recent Independent Financial Audit
- ☐ Copy of Internal Revenue Service's 501 (C) (3)
- ☐ Copies of Certifications and Licenses (if applicable)
- ☐ State of Florida Tax Exemption Certificate
- ☐ Copies of Insurance:
 - ☐ General Liability
 - ☐ Worker's Compensation
 - ☐ Auto Liability
 - ☐ Directors & Officers
 - ☐ Professional
 - ☐ Other:



**2015 – 2016 Community Services
Agency (CSA) Partnership
Grant Application**

Non-profit Organization Name: _____

Address: _____

Contact Person: _____ **Telephone** (____) _____

E-mail: _____ **Fax:** (____) _____

Date Designated as 501(c)(3): [Click here to enter a date.](#) **Federal Identification Number:** _____

Application for (Check One): ☐ **Essential Services** ☐ **Supportive Services**

Indicate the type of Essential Service to be provided: (Please check one): ☐ **Food**

☐ **Emergency Shelter** ☐ **Childcare** ☐ **Other (please specify):** _____

Indicate the type of Supportive Service to be provided (Please check one):

☐ **Youth Program** ☐ **Job training/placement** ☐ **Other (please specify):** _____

Indicate the Population to be served by the proposed program/Service:

☐ **Children/Youth** ☐ **Elderly/Seniors** ☐ **Persons with Disabilities** ☐ **Homeless**

☐ **Other (please be specific):** _____

Provide a brief description of project/program including name and location (no more than 50 words):

Is the project currently funded by Seminole County CSA funds? Yes ☐ **No** ☐ **Amount:** _____

AUTHORIZATION:

Our signatures acknowledge that the information contained in this funding proposal is accurate and may be shared with other funders. In addition, this certifies that this request is consistent with our organization's mission/articles of Incorporation and Bylaws and has been approved by a majority of the Board of Directors on (date):

Typed Name of President, Board of Directors

Typed Name of Secretary, Board of Directors

Signature of President, Board of Directors

Signature of Secretary, Board of Directors

SECTION A: BOARD OF DIRECTORS (5 POINTS)

Please answer the following questions related to your Board of Directors and attach a copy of the 2014-2015 Board of Directors Meeting Schedule to this application.

Number of meetings held during the past year: _____ Average attendance _____

Name	Board Position	Business/Government & member(s) representing client population (list Affiliation)	Telephone Number	Email Address	Continuous Years on Board	Current Term Expiration

SECTION B: PROJECT NARRATIVE (70 POINTS)

Answer each question below. Do not exceed the number of pages indicated.

I. Need (15 points): What Essential Life or Supportive Service NEED(S) OR PROBLEM(S) in the community does this program address? Be sure you demonstrate the need for services by including any relevant facts, research, data & statistics. **Response should be no more than 1 page, single spaced.**

Use this area for your response.

II. Proposed Services and Unit Cost (15 points): Describe the target population; number of persons to be served, how the services will be delivered; and the unit cost of the service(s) to be provided. Include a breakdown of the cost per unit of service. Is the proposed project a new service or a quantifiable increase of a previous CSA- funded service? If a quantifiable increase, please state how many new clients will access the proposed service. **Response should be no more than 1 page, singled spaced).**

Use this area for your response.

III. Goals, Objectives and Outcomes (15 Points): Identify and describe the project goals, objectives and outcomes. Identify at least one measurable outcome that is consistent with the identified goals and objectives. **Response should be no more than ½ page, singled spaced).**

Example:

Essential Life Services Goal: Decrease Hunger among Seminole County Residents

Objective 1: Provide food boxes to 100 low-income Seminole County Households by September 30, 2016

Use this area for your response.

IV. Capacity and Collaborations (15 points): Describe the agency's capacity to implement the project and the competencies of the staff assigned to the project. Include a description of any collaboration with other agencies to maximize resources? Include a list of agencies in Seminole County that you are aware of providing similar services. Are you collaborating with these agencies? If so, describe how. **(Response should be no more than 1/2 page, singled spaced).**

Use this area for your response.

VI. Work plan (10 Points) The application shall include a Work plan/Timeline (in chart format) with the estimated timeline for implementation, tasks and specific activities to be accomplished. **(Response should be no more than 1 page).**

Use this area for your response.

SECTION C: FINANCIAL/ PROGRAM BUDGET

The budget on this page should reflect only the specific program for which Seminole County funding is requested. A total of 15 points will be available for Section C, D and E.

	Current 2014/2015	Proposed 2015/2016	Secured 2015/2016
TOTAL PROGRAM BUDGET:	\$	\$	\$

Funding Source	Category*	Current 2014/2015	Proposed 2015/2016	Secured 2015/2016
Federal Sources				
State Sources				
Seminole County				
BCC				
General				
United Way				
Client Service Fees				
Fund Raisers				
Thrift Shop				
General Sales				
Investment Income				
Memberships				
Individual Contributions				
Other:				
Business Contributions				

Foundations/Trust				
Other Grants				

SECTION D: FINANCIAL/PROGRAM EXPENSES

The expenses on this page should reflect only the specific program for which Seminole County funding is requested.

TOTAL PROGRAM REVENUE:	Current 2014/2015	Proposed 2015/2016
PROGRAM PERSONNEL EXPENDITURES:		
Professional Staff Salaries		
Support Staff Salaries		
Employee Benefits		
Payroll Taxes/Other		
TOTAL PERSONNEL EXPENSES:		
PROGRAM OCCUPANCY EXPENDITURES:		
Building Lease/Rent		
Maintenance		
Utilities		
Insurance		
TOTAL OCCUPANCY EXPENSES:		
PROGRAM OPERATING/PROGRAMMATIC EXPENDITURES:		
Office Supplies		
Office Expense/Computer		
Communication		
Printing		
Direct Services		
Professional Fees/Outside Consultants		
Staff Travel		
Staff Development/Training		
Volunteer Expenses		
Awards		
Advertising		
Subscriptions/Publications		
Fundraising Expenses		
Support to Parent Organization		
Dues		
Licenses, Taxes, Insurance		
Equipment Lease/Maintenance		
Vehicle Maintenance		
Depreciation Expense		
Interest Expense		
Annual and Special Meetings		
Miscellaneous Expenses		
Other		
TOTAL OPERATING/PROGRAMMATIC EXPENSES:		
TOTAL PROGRAM EXPENSES:		
REVENUE MINUS EXPENSES:		

SECTION E: FINANCIAL SUMMARY

Answer each question below regarding the program for which you are requesting CSA funding.

- I. What was your Fundraising goal for 2014/2015 \$_____ Did you meet your goal? _____
Why or why not? _____
- II. List fundraising activities planned for October 2015-September 2016. _____
- III. Identify any current reductions to your agency's 2015/2016 budget and your agency's plan to handle these reductions and future budget reductions. _____
- IV. Will the funds requested be used as matching funds? Yes ☐ No ☐ If yes, what is the source of this funding? _____
 - a. Total amount of funding through this source ("b" above): \$_____
 - b. How much total match is required to draw down these funds? \$_____
- V. What are your administrative costs: _____ %? How is this determined? _____